

May 22, 2013

The Board of Commissioners held its regular meeting May 22, 2013 in the Forand Manor Conference Room – at 5:30pm for the following reasons:

- 1. Meeting Called to Order**
- 2. Roll Call**
- 3. Approval of Minutes of Previous Meeting of March 27, 2013 & April 29, 2013**
- 4. Public Comment/Resident Concerns**
- 5. Executive Summary**
- 6. Consent Agenda – Department Reports**
 - Financial Management**
 - Housing Management**
 - Leased Housing**
 - Facilities Management/Modernization**
 - Resident Services**
- 7. Resolution – Public Housing Write-Off's for Review and Approval**
- 8. Bid Review and Possible Approval – Domestic Hot Water Heater (Wilfrid Manor)**
- 9. Executive Session: A portion of this meeting may be held in Executive Session pursuant to 42-46-5 (a)(1) and 42-46-5(a)(2) of the General Laws of the state of Rhode Island to discuss the following:**
 - Potential litigation**

10. VFW Discussion

11. Adjournment

The meeting was called to order at 5:40pm by Chairman, Cornelius Flynn.

Upon a Roll Call, those “Present” and “Absent” were as follows:

Present

Absent

Cornelius Flynn, Chairman

Lucia DaGamma-Therriault, Commissioner

Julio Castillo, Commissioner

Gladys Burns, Vice Chairperson

Paul Charette, Commissioner

Ray Marcaccio, Attorney

Tina Sullivan, Executive Director

Paula Llera-Delgado, Executive Administrative Assistant

Others in attendance

James Reavis

Approval of Minutes: 3/27/2013 & Special Minutes 4/29/2013

Executive Director Sullivan asked that the BOC review the correction to the minutes of the 3/27/2013 meeting pertaining to the bid & review of the multi-tenant entry security system replacement:

Revisions-Corrections: 3/27/2013 Minutes

Bid Review and Approval – Multi Tenant Entry Security System Replacement:

Executive Director, Sullivan provided information to the BOC that was provided to her from the bid review committee, which consisted of Bill Aunchman, Maintenance Supervisor, Bridgett Duquette, finance Manager, and Paula Llera Delgado Administrative Assistant. The committee recommends ATG for this project. ATG bid on the specified product, Revision/Correction: (was the overall lowest bidder based on the length of the contract) Delete: lowest, and all the references from other housing authorities were satisfactory in all areas. Executive Director, Sullivan and Bill Aunchman, Maintenance Supervisor suggested to the BOC that they go with the committee recommendation, and start the project Delete: only in the Annex right now to make sure the system runs smoothly for the residents. Revision-Addition: in the Annex as the 1st portion, to make sure the system runs smoothly with the wiring that is currently in place, if the system runs smoothly, the project will move forward with the 2nd portion, and complete the project.

After discussion, Chairman Flynn asked if there were any further question regarding the bid. There being no additional questions Chairman Flynn asked for a motion to accept and approve the Bid for Tenant Entry Lock Security System Replacement Services, and being the first portion of the project in the Annex side of the building. Commissioner Charette made a motion to approve the contract, and award the Correction: (Multi Entry Security System Contract) Delete - security contract- to Correction: (ATG) Delete-Command Security Service. Seconded by Vice Chairperson Burns and passed by all.

Chairman Flynn asked if there were any further questions or concerns regarding the minutes of 3/27/2013 & 4/29/2013. There being no questions or concerns, a motion were made by Commissioner Da Gamma-Therriault to approve the meeting minutes of 3/27/2013 & 4/27/2013, the motion was seconded by Commissioner Charette and carried by all present.

Public Comment/Resident Concerns

Chairman Flynn welcomed those in attendance to the meeting of the Board of Commissioners. Chairman Flynn asked if there were any public comments or concerns. There being no public comments or concerns, Chairman Flynn moved to the next topic on the agenda.

Executive Summary

Executive Director Sullivan discussed the Executive Summary Report, with only a few updates. All departments are operating smoothly

Executive Director, Sullivan informed the board of 2 grants that have been applied for, HUD Security Grant -DEA Grant – State of RI Legislative Grant.

Section 8:

The Executive Director, Sullivan continues to monitor the budget as it relates to Sequestration, administrative and HAP fees. The Authority continues to be in sound financial state and expects that the funding cuts will not hamper the program at this time.

.

Public Housing:

Unit Turnover – Unit turn over average from 5-1-2013 to date is as follows:

Forand Manor – 9 days

Wilfrid Manor - 14 days.

Smoking – Management continues to monitor those individual that are smoking in their units. Currently there are two tenants in the

eviction process.

Infestation – There are currently two bed bug issues at Forand Manor. The Authority continues preventative measures for other possible infestation issues

Executive Director Sullivan spoke about a citywide event that took place at the CFHA called “Central Falls Has Heart” – The CFHA along with the City and the YWCA hosted a city wide event to encourage residents to get healthy. Special guest Olympic Gold Medalist June Benoit Samuelson came to Forand Manor and spoke to the residents.

Walking Program – Executive Director Sullivan has started the walking program with the residents of the manors. The Mayor along with other city employees will also volunteer their time to assist with walking with our residents.

Executive Director, Sullivan stated that FEMA has made funding available to those agencies that effected by the blizzard this winter. The Authority has met with a FEMA representative and was advised that the Authority is eligible for up to 75% of its employee overtime costs.

Community Room Policy – Executive Director Sullivan is in the process of developing a policy to present to the BOC in the upcoming

meeting. The Authority has had some tenants acting in an unruly behavior so in order to address this issue the Authority's Attorney recommended a policy be developed, and posted 30days prior to presenting it to the BOC according to HUD regulations.

Resident Services:

The RSC continues with trainings, meetings and gatherings/events representing the CFHA. The RSC has health & wellness and education speakers are consistent including blood pressure screenings monthly at both buildings, a "weight watchers" group weekly at Forand and a URI SNAP nutrition class weekly (six week program)along with the weight watchers group, and entertainment from the Senior Orchestra group took place at both buildings. All presentations and groups have been successful. We now have computer classes taking place at Forand community room of which a tenant is teaching

The Executive Director provided the Board with a list of upcoming conferences and who is attending.

Chairman Flynn asked if there were any comments or concerns regarding the Executive Summary. There being no questions Chairman Flynn asked for a motion to approve the report. A motion was made by Commissioner DeGamma-Therriault to accept the

Executive Summary, seconded by Commissioner Charette and passed by all present.

Consent Agenda

Executive Director, Sullivan provided an update of upcoming and ongoing projects at both manors.

Wilfrid Manor

Circulator Pump Replacement project is in process. The pumps are on site and ready for installation. This project has been contracted for \$68,000.

An RFP was advertised for the flooring and painting of the common area hallways. The bidding for this project closed May 15th.

A contract has been signed for the Phone/Intercom system. This system will be replaced after the acceptable installation of the Forand Annex Phone/Intercom system.

Toilet tanks have been ordered and will be replaced in 34 apartments.

Forand Manor/Annex

An RFP was advertised for the flooring and painting of the common

area hallways. The bidding for this project closed May 15th; this project is for Forand Manor only.

A contract has been signed for the Phone/Intercom system. This system will be replaced after the acceptable installation of the Forand Annex Phone/Intercom system.

Toilet tanks have been ordered and will be replaced in 48 apartments.

After much discussion Chairman Flynn asked if there were any comments or concerns regarding the Consent Agenda. There being no questions Chairman Flynn asked for a motion to approve. Vice Chairperson DaGamma-Therriault made a motion to accept the consent agenda, seconded by Commissioner Charette and passed by all.

Resolution #1027– Public Housing Write-Off's for Review and Approval:

Resolution NO# 1027 Public Housing Write Offs in the amount of \$332.00

The following Resolution was introduced by Tina Sullivan, Executive Director, and read in full and considered.

After much discussion regarding the Public Housing Write – Offs with

the dollar amounts of \$332.00 (three hundred and thirty two dollars, and zero cents), Commissioner Castillo, moved that the foregoing Resolution be adopted and introduced, which was seconded by Commissioner Charette. Upon roll call the "Ayes" and "Nays" were as follows:

| Ayes | Nays |
|-------------|-------------|
|-------------|-------------|

| | |
|----------------------------------|--|
| Cornelius Flynn, Chairman | |
|----------------------------------|--|

| | |
|---|--|
| Lucia DaGamma-Therriault, Commissioner | |
|---|--|

| | |
|-------------------------------------|--|
| Julio Castillo, Commissioner | |
|-------------------------------------|--|

| | |
|---------------------------------------|--|
| Gladys Burns, Vice Chairperson | |
|---------------------------------------|--|

| | |
|------------------------------------|--|
| Paul Charette, Commissioner | |
|------------------------------------|--|

The CHAIRMAN thereupon declared said motion carried and said resolutions adopted.

Bid Review and Possible Approval – Domestic Hot Water Heater (Wilfrid Manor)

Executive Director, Sullivan provided information to the BOC that was provided to her from the bid review committee, which consisted of Bill Aunchman, Maintenance Supervisor, Bridgett Duquette, finance Manager, and James Castelluci, Architect. The committee recommends Oceanside Plumbing & Heating for this project. Oceanside was the lowest bidder, and all the references have been verified by the architect, Castelluci, Gallo Corp. Executive Director,

Sullivan suggested to the BOC that they award the bid to Oceanside and go with the recommendation of the committee.

BIDDER COST OF PROJECT

NG&G FACILITY SERVICES \$505,000

EASTERN PIPING & ENGINEERING INC \$747,243

AUTOMATIC TEMP CONTROLS \$630,000

OCEANSIDE PLUMBING AND HEATING \$428,441

GEM MECHANICAL WITHDRAWN

After discussion, Chairman Flynn asked if there were any further question regarding the bid. There being no additional questions Chairman Flynn asked for a motion to accept and approve the Bid for the domestic hot water heater at Wilfrid Manor. Commissioner Castillo made a motion to approve the contract, and award the hot water heater bid to Oceanside Plumbing & Heating. Seconded by Commissioner DaGamma-Therriault and passed by all.

Executive Session

Chairman Flynn asked for a motion to enter into executive session at 5:50pm. Motion made by Commissioner Charette, to enter into executive session, the motion was seconded by Commissioner DaGamma-Therriault.

Chairman Flynn asked for a motion to exit the executive session, and close and seal the minutes of the session at 6:28pm. Motion made by Vice Chairperson Burns to exit out of executive session, close and seal the minutes of the session, the motion was seconded by commissioner DaGamma-Therriault.

Chairman Flynn asked for a motion to enter into regular session at 6:28pm. A motion was made by Commissioner Charette to enter into regular session; the motion was seconded by Commissioner DaGamma- Therriault.

There being no further business, questions or concerns to come before the board, a motion was made by Commissioner Charette and seconded by Commissioner DaGamma-Therriault to adjourn the meeting at 6:30pm. The motion was carried by all.